

Panama Central School

District Safety Plan



District-wide school safety plans and building-level emergency response plans shall be designed to prevent or minimize the effects of violent incidents and emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such incidents or emergencies.
8NYCRR-NY155.17(c)

Board Approval:
DRAFT

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Introduction

District-wide school safety plans and building-level emergency response plans shall be designed to prevent or minimize the effects of violent incidents and emergencies and to facilitate the coordination of schools and school districts with local and county resources in the event of such incidents or emergencies. [8NYCRR 155.17(c)]

At Panama Central School, it is our mission to have a *safe and supportive environment to educate all students while developing character, solving problems and learning to communicate and collaborate effectively*. In order to achieve this, we consider safety of students and staff a top priority. The following plan addresses our specific plan for preventing and/or minimizing violent incidents and emergencies.

Response Team

Panama Central School is a one-building school district. For this reason, the Building Level School Safety Team is responsible for creating the Emergency Response Plan.

The following is Panama Central School's Emergency Response Team:

ERT Role	Name	Position	Contact Information
Site Incident	Bert Lictus	Superintendent	Phone: 782-4445
Commander Alternates	Emily Harvey/Lauren Harper/Scott Costantini	Director of Instruction/Elementary Principal/Secondary Principal	Phone: 782-4421 782-4414 782-4413
First-Aid Coordinator	Laura Holmberg	Nurse	Phone: 782-4472
Alternate	Jerry Ireland	Transportation Aide	Phone: 782-4410
Student Supervision Coordinator	Christopher Payne	Athletic Director	Phone: 782-4459
Alternate	Dane Simmons	Counselor	Phone: 782-4422

Facility & Materials Coordinator	Kevin Miktuk	Head Cust / SOGB	Phone: 782-4470
Alternate	Jerry Fardink	Cust / Maint	
Student / Parent Reunion Coordinator	Chrissy Smith	Secretary	Phone: 782-4469
Alternate	Ann Schnars	Secretary	Phone: 782-4448
School Crisis Recovery Team Coordinator	Dane Simmons	Counselor	Phone: 782-4422
Alternate	Laura Myers	Psychologist	Phone: 782-4448

The following table details the names and titles of the Building Level School Safety Team members:

Name	Title	Agency	Contact Information
Emily Harvey	Director of Instruction	Panama	716-782-2455 Ext. 4421
Brynne Hinsdale	Director of Technology	Panama	716-782-2455 Ext. 4456
Chad Wakeley	Teacher	Panama	716-782-2455 Ext. 4495
Pam Warner	Teacher	Panama	716-782-2455 Ext. 2206
Lauren Harper	UPK-6 Principal	Panama	716-782-2455 Ext. 4166
Scott Costantini	7-12 Principal	Panama	716-782-2455 Ext. 4413
Jennifer O'Dell	Teacher	Panama	716-782-2455 Ext. 2123
Evan TeCulver	Teacher	Panama	716-782-2455 Ext. 2139

Superintendent or designee

The superintendent (or their designee) will serve as the **Incident Commander** and designate a minimum of two qualified individuals to serve as alternates in the event that the superintendent is unable to serve in that role. At all times, the superintendent still retains the ultimate responsibility for the overall safety of students and staff.

Responsibilities include:

- Provide direction over all incident management actions based on procedures outlined in this ERP
- Take steps necessary to ensure the safety of students, staff and others
- Determine which emergency protocols to implement as described in the functional annexes of this ERP
- Coordinate/cooperate with emergency responders
- Keep the Superintendent informed of the situation

Teachers / Substitute Teacher / Student Teachers

Teachers shall be responsible for the supervision of students and shall remain with students unless directed to do otherwise.

- Responsibilities include:
- Supervise students under their charge
- Take steps to ensure the safety of students, staff, and other individuals.
- Take attendance when class relocates to an inside or outside designated area or to an evacuation site
- Report missing students to the appropriate Emergency Response Team Member
- Execute assignments as directed by the Incident Commander.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those who are unable to be moved
- Render first aid or CPR if certified and deemed necessary

Teaching Assistants

Responsibilities include assisting teachers as directed and actions to ensure the safety of students.

Counselors & School Psychologists

Responsibilities include:

- Take steps to ensure the safety of students, staff and other individuals during the implementation of the ERP
- Provide appropriate direction to students as described in this ERP for the incident type

- Render first aid or CPR and/or psychological aid if trained to do so
- Assist in the transfer of students, staff and others when their safety is threatened by an emergency
- Administer counseling services as deemed necessary during or after an incident
- Execute assignments as directed by the Incident Commander

School Nurse/Health Assistant

Responsibilities include:

- Administer first aid or emergency treatment as needed
- Supervise administration of first aid by those trained to provide it
- Organize first aid and medical supplies
- Execute assignments as directed by the Incident Commander

Custodians/Maintenance Staff

Responsibilities include:

- Survey and report building damage to the Incident Commander
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use and disbursement of supplies and equipment
- Control locks and physical security as directed by the Incident Commander
- Keep Incident Commander informed of the condition of the school
- Execute assignments as directed by the Incident Commander

Principal's Secretary/Office Secretaries

Responsibilities include:

- Answer phones and assist in receiving and providing consistent information to callers
- Provide for the safety of essential school records and documents
- Provide assistance to the Incident Commander/Principal
- Monitor radio emergency broadcasts
- Execute assignments as directed by the Incident Commander

Food Service/Cafeteria Workers

Responsibilities include:

- Prepare and serve food and water on a rationed basis whenever the feeding of students and staff becomes necessary during an incident
- Execute assignments as directed by the Incident Commander

Bus Drivers

Responsibilities include:

- Supervise the care of students if disaster occurs while students are on the bus
- Transfer students to new location when directed
- Execute assignments as directed by the Incident Commander

Other Staff

Responsibilities include:

- Execute assignments as directed by the Incident Commander

Students

Responsibilities include:

- Cooperate during emergency drills, exercises and during an incident
- Follow directions given by facility and staff.
- Know student emergency actions and assist fellow students in an incident
- Report situations of concern (e.g. “If you see something, say something.”)
- Develop an awareness of the high priority threats/hazards and how to take measures to protect against and mitigate those threats/hazards

Parents/Guardians

Responsibilities include:

- Encourage and support school safety, violence prevention and incident preparedness programs within the school
- Participate in volunteer service projects for promoting school incident preparedness
- Provide the school with requested information concerning the incident, early/late dismissals and other related release information
- Listen to and follow directions as provided by the School District.

Response Procedures

Suicide:

In the event that a student makes a threat against themselves, the following procedures should be followed:

- Do not leave the student alone
- Tell the student that you are concerned
- Report incident directly to the Guidance Counselor and Principal's Office

The Guidance Counselor will:

- Isolate the student from peers, if possible
- Talk to the student and assess the seriousness of the threat
- Ask the student directly if they have entertained thoughts of suicide
- Will not leave the student alone
- Continue communication with the Principal's Office
- Contact the parent and/or guardian
- Refer the family to community counselors and/or medical professionals
- Continue counseling services when the student returns to normal daily activity in school

The Principal will:

- Continue communication with the Guidance Counselor and family
- Notify the Superintendent and if needed, Emergency Service personnel
- Require medical documentation of care prior to returning to school

Community Resources:

WCA Hospital

Crisis Intervention: 1-800-724-0461

(716)664-8611

Jones Memorial Health – Psychology Services

51 Glasgow Ave.

Jamestown, NY 14701

The Resource Center Counseling & Psychiatric Services

(716)661-1590

880 E. 2nd St.

Jamestown, NY 14701

Acts of Violence

The Panama Central School Code of Conduct states that no individual shall Engage In Conduct That Is Violent Or Threatening. Examples include but are not limited to:

- Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a teacher, administrator or other school employee or attempting to do so.
- Committing an act of violence (such as hitting, kicking, punching, and scratching) upon another student or any other person lawfully on school property or attempting to do so.
- Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical well-being.
- Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
- Displaying what appears to be a weapon.
- Threatening to use any weapon or to do any form of harm to another individual by any other means.
- Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
- Intentionally damaging or destroying school District property.
- Fighting and/or using any form of physical force against another person.
- Instigating or initiating a fight or the use of any form of physical force against another person.

Engage In Any Conduct That Endangers The Safety, Morals, Health Or Welfare Of Others. Examples include but are not limited to:

- Lying to school personnel.
- Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
- Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of Individuals that harm the reputation of the person or the identifiable group by demeaning them. This can include posting or publishing video, audio recordings or pictures (written material, cell phones, Internet, YouTube, etc.).
- Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender or gender identity, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, or disability as a basis for treating another in a negative manner on school property or at a school function.

- Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.
- Harassment, which includes a pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning, including but not limited to all forms of harassment prohibited in the Board's Harassment Policies, which is incorporated as a part of this Code of Conduct.
- Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
- Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
- "Internet bullying" (also referred to as "cyber bullying") including the use of instant messaging, email, websites, chat rooms, text messaging, or by any other electronic means, when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of students or employees.
- Harassment, bullying and/or discrimination that happens, "Off school property where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property".
- Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club or team.
- Selling, using or possessing obscene material.
- Using vulgar or abusive language, cursing or swearing.
- Possessing, using, selling, distributing or exchanging a cigarette, cigar, pipe, e-cigarette or using chewing or smokeless tobacco.
- Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal or controlled substances, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, ecstasy, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, and any substances commonly referred to as "designer drugs."
- Inappropriately using, possessing or sharing prescription and/or over-the-counter drugs.
- Gambling.
- Indecent exposure, that is, exposure to sight of the private parts of the body.

- Initiating a report, warning or threat of fire or other catastrophe (including but not limited to a bomb threat or a threat of harm from a chemical or biological substance) without valid cause, misuse of 911, or discharging a fire extinguisher.

Individuals Who Bring a Weapon to School

Any individual, other than a student with a disability, found guilty of bringing a weapon onto school property will be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the superintendent may consider the following:

- The student's age.
- The student's grade in school.
- The student's prior disciplinary record.
- The superintendent's belief that other forms of discipline may be more effective.
- Input from parents, teachers and/ or others.
- Other extenuating circumstances.

Individuals Who Commit Violent Acts Other than Bringing a Weapon to School

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The suspending authority has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

Visitors to the School

The Board encourages parents and other District citizens to visit the school and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The principal or his designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- Anyone who is not a regular staff member or student of the school will be considered a visitor. All visitors to the school will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge before leaving the building.

- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings, athletic competitions or public gatherings, are not required to register or wear an identification tag.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum. The teacher will notify the respective office of such a visit.
- Student visitors may be approved by the building principal if requested is submitted at least 24 hours in advance.
- Visitors cannot expect teachers to take away from classroom instruction to discuss individual matters.
- Any unauthorized person on school property will be reported to the principal or his or her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.

All visitors must abide by the rules contained in the Panama Central School Code of Conduct.

Safety Team Resources

EMERGENCY RESOURCE INFORMATION

Local Emergency Agencies:

Dispatcher	911 (Emergency)
Police	911
Sheriff	911 or 716-753-2131
State Police	911
Ambulance	911
Fire	911

Local Numbers:

Town of Harmony Highway Department	716-782-3430
Town of North Harmony Highway Department	716-789-2055

County Numbers:

Chautauqua County Emergency Services	716-661-7341
Chautauqua County Dept of Public Works	716-366-5092

New York State Department of Transportation (NITTEC) 716-847-2450

State Numbers:

New York State Police 911

Hospital and Medical Numbers:

WCA Hospital-Jamestown 716-481-0141

Erie County Medical Center-Buffalo 716-898-3000

Chautauqua County Health Department 716-363-3660

American Red Cross 716-484-0150

Poison Control Center 1-800-222-1222

Other:

New York State Police Suspected Terrorist Hotline 1-866-723-3697

Chemtrec (24 Hours) 1-800-262-8200

EPA Pesticide Service Center 1-800-858-7378

National Response Center:

- Oil & Toxic Chemical Spill 1-800-424-8802

National Weather Service 716-565-0204

Federal Aviation Administration (DOT) 718-553-3100

Utilities:

National Grid

- Electric Outage 1-800-867-5222

- Gas Odor 1-800-892-2345

New York State Electric and Gas

- Electric Outage 1-800-572-1131

- Gas Odor 1-800-572-1121

National Fuel Gas 1-800-444-3130

Radio Stations: WJTN - WWSE/WKSN - WHUG, WQFX 716-484-9586

KISS 106.9 FM 716-487-1106

Newsradio 930 WBEN 716-832-3012

Television Stations: WGRZ-Channel 2 877-947-9882

WIVB Channel 4 716-879-4827

WKBW Channel 7 716-845-0081

Communication

Chief Emergency Officer Responsibilities

Mr. Bert Lictus, Panama Superintendent will serve as the Chief Emergency Officer. He is considered to be the ‘Incident Commander’ as designated in the School Building Level Safety Plan. He will be responsible for carrying out the aforementioned responsibilities. Mr. Bert Lictus will be trained in Incident Command Systems through the Utica National Vector Training platform annually.

Contacting Law Enforcement

Panama Central School has established and maintains relations with the Chautauqua County Sherriff’s Department and New York State Police. Officers are regularly welcomed into the building for routine security checks, collaboration meetings, and as resources when making safety decisions. In the event of an incident, emergency, or safety concern, an administrator will make the determination to contact law enforcement. Upon determining a need to include law enforcement, the Superintendent will be notified prior as soon as possible.

Before police officials are permitted to question or search any student, the Building Principal or his or her designee shall first try to notify the student’s parent to give the parent the opportunity to be present during the police questioning or search. If the student’s parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted at school. Whenever practicable, the principal or designee will be present during any police questioning or search of a student on school property or at a school function.

Parent Communication

Before an incident occurs, Panama Central School will:

- Inform parents on how to access alerts and incident information.
- Inform parents that the school has developed an ERP, its purpose and its objectives. **Detailed response tactics will not be shared if they will impede the safe response to an incident.**
- Information will be included in the school calendar, school newsletter, school flyer.
- Be prepared with translation services for non-English-speaking families and students with limited English proficiency.
- In the event of an incident, the school will:
 - Disseminate information through the use of school messenger (parent broadcasting system), email, website, social media (where appropriate) and radio announcements to inform parents about what is known to have happened.
 - Implement a plan to manage phone calls and parents who arrive at the school.
 - Describe how the school and school district are handling the situation.
 - Provide a phone number, web site address or recorded hotline where parents can receive updated incident information.
 - Inform parents and students when and where school will resume.

After an incident, school administrators will schedule and attend an open question- and-answer meeting for parents/guardians as soon as possible.

Educational Agencies within District

Panama Central School is a one-building school district and does not need to contact any other educational agencies within the district. Panama Central School does have a radio system with individuals assigned to communicate in the event of an evacuation. These individuals are assigned to students and staff within sections of the building at the time of an emergency. They are as follows:

Radio Leaders	Location
Lauren Harper	Front Parking Lot
Deb Bailey	School Street (Music to Gym Doors)
Rod Brink	School Street (Drop Off Area)
Chad Wakeley	Pool Parking Lot
Deb Paterniti	Practice Field
Helen Keefe	North Gym Parking Lot
Chrissy Smith	Office Coordinator
Scott Costantini	Office Coordinator

Safety Risk Identification & Dissemination

All students are expected to promptly report violations of the Code of Conduct to a teacher, guidance counselor, principal or his or her designee. Any student observing a student possessing a weapon, alcohol or illegal substance on school property or at a school function must report this information immediately to a teacher, principal, principal's designee or the superintendent.

All District staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor, who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The principal or his or her designee must notify the appropriate local law enforcement agency of those Code violations which constitute or may constitute a crime and which, in his or her judgment, substantially affect the order or security of a school, its students, and/or its staff, as soon as practical. The notification may be made by telephone and may be followed by an appropriate written document. The notification must identify the student and explain the conduct which violated the Code of Conduct and which constitutes or may constitute a crime.

Emily Harvey, Director of Instruction
Dignity Act Coordinator

Lauren Harper, Elementary Principal
Dignity Act Coordinator

Scott Costantini, Secondary Principal
Dignity Act Coordinator

Prevention & Intervention

Law Enforcement Collaboration

Panama Central School works closely with the New York State Police and Chautauqua County Sheriff's Department. The Chautauqua County Sheriff's Department performs routine school visits. They are also requested and/or notified of large events taking place within the district or for routine safety checks of the building, as deemed necessary by an administrator.

To further encourage positive relations with law enforcement officers, Panama Central School provides new officers a walking tour of the building, visitor procedures, parking instructions, and instructions on

how to directly contact and Administrator in the building. This process is followed in an effort to effectively collaborate with all law enforcement agencies.

School Safety Anonymous Reporting System

Students will have the opportunity to report any threat of violence or related concerns anonymously through an online reporting system. Reports will be assessed by a building team based on the severity of the report.

School Safety Training Programs

Panama Central School offers multiple opportunities for School Safety Training. The following is a list, but not limited too, opportunities for School Safety Training:

Elementary School

In grades K-6, students are provided the Michigan Model for Health curriculum. While the scope and sequence of curriculum is not all violence prevention, it offers sections relating to school safety. Specifically, the following is covered:

- Social/Emotional Health/ Character Development
- Alcohol, Tobacco, and Other Drug Prevention
- General Safety Awareness
- Personal Health & Wellness

In addition, The School Psychologist works with the K-6 health teacher to supplement the Michigan Model Health curriculum to cover the CR Health Education Part 135 requirements. These include but are not limited to School Safety training units.

Middle School

The Secondary Guidance Counselor pushes into 7th and 8th grade health courses that align with CR Health Education Part 135. Specifically, topics that are covered, related to nonviolent conflict resolution are:

- Bullying
- Internet Safety
- Cyber-Bullying
- Relationships & Violence

High School

The Secondary Guidance Counselor also teaches a College Transition course to 12th grade students. In relation to nonviolent conflict resolution the following topics are covered:

- Suicide Prevention

- Mental Health Awareness
- Dating Violence Prevention
- Eating Disorder Prevention

Parent Training

To ensure that parents are included in our school safety prevention and intervention efforts, safety information is provided on an as needed basis. A Parent Tech. Literacy video is available on the school website. Parents are provided information in regards to social media and technology as it relates to their child's mental health. From this training they will be provided with preventative tools and resources to ensure that they are able to meet their child's social and emotional health needs.

Conflict Resolution

In addition to formalized general education curriculum supports for school safety training, the Secondary Guidance Counselor, **School Social Worker** and School Psychologist provide conflict resolution and mediation between students on an as needed basis. This is performed either with individuals or in a group setting, depending on the need. Both are required to communicate and share information with the Building Principal in the event that they feel or it is reported that a student may hurt themselves or someone else in order to ensure a safe school environment.

School Safety & the Educational Climate Incident Reporting

All threats of violence are taken seriously at Panama Central School. Reports are considered to be a means of prevention and intervention, opposed to punitive action. Students and parents are encouraged to report incidents or issues that are not limited to, bullying, harassment, discrimination, and at-risk behavior to their Building Level Principal/ DASA Coordinator, Guidance Counselor or School Psychologist.

School Safety Personnel Training

All administrators, teachers, and staff are required to perform hall monitoring and school security duties. For this reason, all individuals working in this capacity are provided training. The following are, but not limited to, opportunities for School Safety Personnel Training:

- Utica National Insurance Group Safe Schools Training
 - Identifying & Addressing School Violence
 - Online Safety: Predators
 - Youth Suicide Awareness & Prevention
- October Safety Month Training
 - Structured drills that provide review, practice, and input/feedback
 - After-school Training relating to a current safety need as identified by administration
 - Electronic transmission of updates and review materials relating to safety

- Frequent Safety Drills with practice & feedback
- Input & Feedback through the use of Google Forms to continually improve safety procedures

Multi-Hazard School Safety Training

To fulfill the Multi-Hazard School Safety Training Requirements, Panama utilizes Utica National Insurance Company to provide online training that is mandatory prior to September 15th. The following is the training plan:

Bloodborne Pathogen Exposure Prevention

Hazard Communication: Right to Understand

Identifying & Addressing School Violence

Student Mental Health

Safety Drills & Protocols

Panama Central School will be in compliance with Education Law 807 in that drills shall be held at least twelve times in each school year, eight of which shall be held between September first and December thirty-first of each such year. Four of all such required drills shall be lock-down drills. At least two additional drills shall be held during summer school in buildings where summer school is conducted, and one of such drills shall be held during the first week of summer school.

The following procedures will be followed for all emergency drills:

Lockout

A Lockout announcement indicates that there is **either an** eminent concern **OUTSIDE** of the building **or it is determined by the Superintendent or his/her designee that there is a national concern warranting a security increase** and strict lockout procedures must be followed. More specific directions may be given over the PA system related to whether or not teaching should be continuing, and if classes will be changed. Common terminology will be used at all times. (CODES ARE NOT TO BE USED)

1. Lock all exterior doors and windows to the building.
2. Take attendance and note all absent students regularly assigned to the teacher/classroom. Forward this list and a list of students missing from your class to the attendance office via email.
3. Limit student/staff activities and travel within the school building as directed by administration. Class instruction may continue as normal.

4. All outside activities are to be terminated and return immediately to the building.
5. Entry to the building will only be permitted at one monitored door.
6. Lockout is lifted when the external threat is resolved and notification is made by administration via face to face contact, or PA announcement.
7. Do not respond to the fire alarm unless actual signs of fire are observed or an announcement is made.

Evacuation

In the event that a building needs to be evacuated, an announcement will be made via the PA system or other means to EVACUATE the building. Evacuation will be to a predetermined location that has been selected by administration. Specific directions will be given prior to and during the evacuation.

1. All evacuations are treated as real emergencies.
2. Stop what you are doing immediately, stay calm & remain silent. Listen for announcements providing additional directions and begin preparing for evacuation.
3. Take attendance and note all absent students regularly assigned to the teacher/classroom. Maintain possession of this list until it is requested by administration.
4. Follow the posted emergency evacuation route to the nearest building exit, unless that route is not deemed safe or an alternate route as designated by administration.
5. Upon exiting the classroom perform a sweep to ensure all students have evacuated, shut the classroom door.
6. Evacuate to a predetermined or announced location.
7. After arriving at the destination, take attendance for accountability check.
8. DO NOT return to the building or allow students to re-enter until notified by proper authorities that the building is safe.
9. Only when all clear is given by administration, report back to the classroom/office for accountability check if necessary.
10. Wait for further instruction from administration.

STUDENT/STAFF/VISITORS WITH SPECIAL CIRCUMSTANCES

The school has designated areas on all floors as “Rescue Areas”. These areas are registered with the Panama Volunteer Fire Department as such and will be monitored in case of emergencies. If a

student/staff is unable to follow the established fire evacuation procedures, they are to report to the following areas:

1st Floor: Front Lobby & Pool Area

2nd Floor: Elementary Library, Help Buttons top of Room 223 & 228, Room 234

Students should be escorted by an adult to the “Rescue Area.” When a fire evacuation takes place, the nurse will notify the office and verify the location of registered individuals. This information will be forwarded to the appropriate responding emergency service.

Lockdown

A Lockdown announcement indicates that there is an eminent threat **WITHIN** the building and strict lockdown procedures must be followed immediately. Lockdown will be announced by PA system, intercom, etc. using plain language. (DO NOT USE CODES).

1. If safe, immediately gather students from hallways into classrooms or offices if possible. This includes common areas and restrooms immediately adjacent to classrooms.
2. Close and Lock classroom door(s)/windows. Have students take a seated position on the floor next to a wall out of view from the door window. STAY OUT OF SIGHT
3. DO NOT COVER WINDOWS, LEAVE WINDOW BLINDS AND LIGHTS AS THEY ARE
4. No one will be allowed to enter or exit any classroom or office once the door is closed and locked under any circumstances unless directed by law enforcement or administration.
5. Take attendance of staff/students within the classroom and document any injuries. Keep possession of this documentation until it is requested by law enforcement or administration
6. **Silence** shall be maintained during the lockdown. All cell phones shall be powered off.
7. Do not answer classroom telephone, door or respond to PA announcements during lockdown
8. Do not respond to fire alarms unless there are imminent signs of fire.
9. If needed, evacuation will be initiated by Law enforcement or administration. Follow directions exactly as they are given to minimize exposure to dangerous situations.
10. Be prepared to be escorted by law enforcement and possibly be treated as hostile individuals.
11. Lockdown will end **ONLY** when you are physically released from your room by law enforcement or other administration or their designee.

REMEMBER TO TURN ALL CELL PHONE AND ELECTRONIC DEVICES OFF. LINES NEED TO BE KEPT OPEN FOR EMERGENCY RESPONDERS

When addressing 'imminent threat' this includes hostage-takings and intrusions.

Shelter in Place

A shelter in place announcement will occur when it may be necessary to move some or all of the school population to a single or multiple locations within a school building. Also, it may be used to shelter students/staff in the area that they are currently located for an extended period of time. A common use of shelter in place is for weather, medical emergency or bomb related incidents. Specific directions will be given by administration throughout the shelter in place event.

1. GENERAL SHELTER IN PLACE/MEDICAL EMERGENCY

1. Close all classroom doors
2. Monitor PA system, and monitor email for specific directions.
3. Take attendance and note all absent students regularly assigned to the teacher/classroom. Forward this list and a list of students missing from your class to the attendance office via email or telephone.
4. Teaching can go on as normal unless directed by administration to move class to a designated location, move in an expedient manner and be accountable for students at all times.
5. Building occupants will remain in selected areas until the emergency has terminated and you are notified by administration.

2. WEATHER RELATED/HAZARDOUS MATERIAL INCIDENTS

1. Close all classroom doors
2. Monitor PA system, and monitor email for specific directions.
3. Take attendance and note all absent students regularly assigned to the teacher/classroom. Forward this list and a list of students missing from your class to the attendance office via email or telephone.
4. If directed by administration to move to a designated location, move in an expedient manner and be accountable for students at all times.

5. Building occupants will remain in selected areas until the weather emergency/hazardous material incident has terminated and you are notified by administration.

3. **SPECIFIC AND NON-SPECIFIC BOMB THREATS**

1. Close all classroom doors

2. Monitor PA system, and monitor email for specific directions.

3.. Take attendance and note all absent students regularly assigned to the teacher/classroom. Forward this list and a list of students missing from your class to the attendance office via email.

4. Power down all cell phones and electronic devices, except for staff computers. Classroom telephones are reserved for emergencies only.

5. Perform a cursory check of your class room for any suspicious items or anything that appears to be out of place. **DO NOT TOUCH ANY ITEMS.** Immediately notify administration for further instruction.

6. If directed by administration to move to a designated location, move in an expedient manner and be accountable for students at all times.

Building occupants will remain in selected areas until the bomb threat situation has been terminated and you are notified by administration.

In the case of a kidnapping, the Incident Commander will make the determination which drill will be most applicable to the situation.

Management of Students or Staff with Symptoms of Illness

Whenever a student or staff member exhibits symptoms, with no other explanation these procedures should be followed:

- Specific to the COVID-19 Pandemic, staff and students should identify the following signs of illness:
 - Flushed Cheeks
 - Rapid or difficulty breathing
 - Fatigue and/or irritability
 - Frequent use of the bathroom
- If these signs or symptoms are noted, the student or staff member should be report to the School Health Office
 - If a student needs to be escorted down the hallway, a staff member should call the Health Office.

- If a staff member needs to leave their classroom, they should call the Health Office.
- The School Nurse will complete a Health Screening and determine whether or not the parent/guardian needs to be picked up by their parent/guardian OR if the staff member will need to be sent home
- If the School Nurse is unavailable, a student or staff member will be sent home at the discretion of an administrator.
- Updates to identifying symptoms of illness will be communicated by the school nurse to all staff, parents and students as they become available.

Building Security

Panama Central School currently does not employ a School Safety Officer.

Panama Central School uses cameras throughout the building and on transportation buses and vehicles.